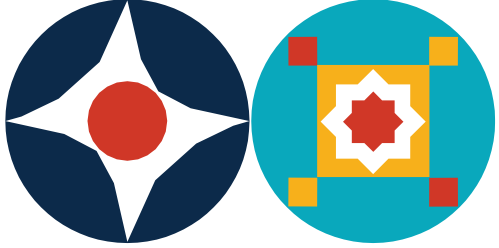


# GUIDE BOOK

For Prospective Student





ITS  
Global  
Engagement

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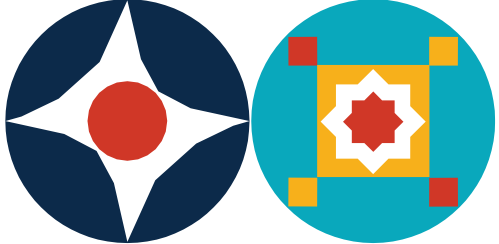
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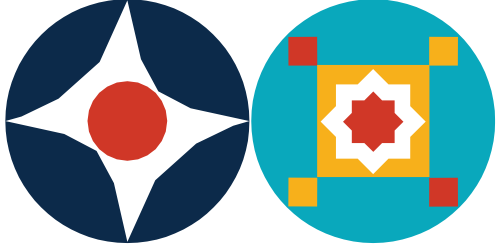


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## Documents Requirements

General Information	
Name of Institution	Institut Teknologi Sepuluh Nopember
Exchange Office	ITS Global Engagement
Mailing Address	ITS Global Engagement Global Kampong Building, Institut Teknologi Sepuluh Nopember Jl. Raya ITS, Sukolilo, Surabaya Indonesia, 60111
Telephone / Fax Number	+62-31-5923411
Website	www.its.ac.id & www.its.ac.id/international
Contact Person	
International Student Admission	Ms. Desy Kurniawati Coordinator for International Admission and Immigration Matters Email: intladmission@its.ac.id
Hospitality Division	Mr. Emharis Gigih Pratama Coordinator for International Hospitality (include Accommodation Services) Email: iss@its.ac.id
Official Email Address	international@its.ac.id
Academic for Full Degree, Student Exchange, and Internship Related Information	
Fall Semester	
Application Deadline	15 April
Announcement	15 May
Courses Registration	—
Academic Period	—
Spring Semester	
Application Deadline	15 October
Announcement	15 November
Courses Registration	—
Academic Period	—
Internship	
Application Deadline	3 months before the proposed date
Duration	1 until 6 months

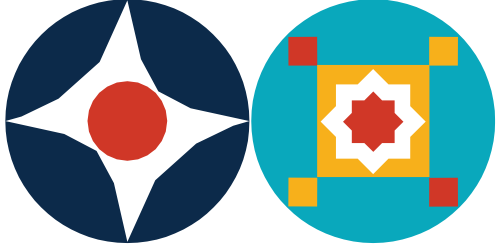




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Others																																	
Application Procedures	<a href="https://www.its.ac.id/international/study-at-its/admission/">https://www.its.ac.id/international/study-at-its/admission/</a>																																
Courses Available for Exchange Students	<a href="https://www.its.ac.id/international/experiencing-its/prospective-student/academic/courses-in-english/">https://www.its.ac.id/international/experiencing-its/prospective-student/academic/courses-in-english/</a>																																
Restricted Courses	Exchange students could only take courses maximum from 3 departments during the program																																
GPA Requirement / Language	<p><b>GPA:</b> 2.75 (out of 4.00)</p> <p><b>Language:</b> TOEFL IBT: 64 / IELTS: 5.5 / TOEFL PBT: 510 (not more than 2 years). For applicants from English based school/university, a statement letter from the school/university principle could replace the proficiency certificate</p>																																
Course Load / Required Credits	<p><b>Bachelor:</b> Maximum 21 SKS <b>Master &amp; Doctor:</b> Maximum 15 SKS</p> <p>SKS is referred to Indonesia credits system. 1 SKS = 36 study hours/semester. About the credit equivalence between SKS (Indonesia credits) and ECTS (European Credits System), it can be calculated through the formula: 1 SKS = 1.7 ECTS</p>																																
Language of Instruction	English (for selected courses and department)																																
Courses Registration	Course registration is done during the course's registration period. Student still could change the courses before the last day of the 3rd week.																																
Rule	Student is allowed to absent from the class maximum 3 times/course. More than it, student would be given E.																																
Grading System	<table border="1"> <thead> <tr> <th>Grade</th> <th>Mark</th> <th>Point</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>86-100</td> <td>4.0</td> <td>Excellent</td> </tr> <tr> <td>AB</td> <td>76-85</td> <td>3.5</td> <td>Very Good</td> </tr> <tr> <td>B</td> <td>66-75</td> <td>3.0</td> <td>Good</td> </tr> <tr> <td>BC</td> <td>61-65</td> <td>2.5</td> <td>Sufficient</td> </tr> <tr> <td>C</td> <td>56-60</td> <td>2.0</td> <td>Fair</td> </tr> <tr> <td>D</td> <td>41-55</td> <td>2.0</td> <td>Poor</td> </tr> <tr> <td>E</td> <td>0-40</td> <td>0.0</td> <td>Very Poor</td> </tr> </tbody> </table>	Grade	Mark	Point	Explanation	A	86-100	4.0	Excellent	AB	76-85	3.5	Very Good	B	66-75	3.0	Good	BC	61-65	2.5	Sufficient	C	56-60	2.0	Fair	D	41-55	2.0	Poor	E	0-40	0.0	Very Poor
Grade	Mark	Point	Explanation																														
A	86-100	4.0	Excellent																														
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C	56-60	2.0	Fair																														
D	41-55	2.0	Poor																														
E	0-40	0.0	Very Poor																														
Tuition Fees	<p>Deadlines for paying tuition fees are before the Courses Registration / FRS (Formulir Rencana Studi) week. Please make sure that you pay your tuition fee before the above deadline and if you don't you won't be able to register any classes for the following semester.</p> <p><b>Full Degree:</b> Bachelor: IDR 15.000.000/semester Master: IDR 25.000.000/ semester Doctor: IDR 30.000.000/ semester</p>																																

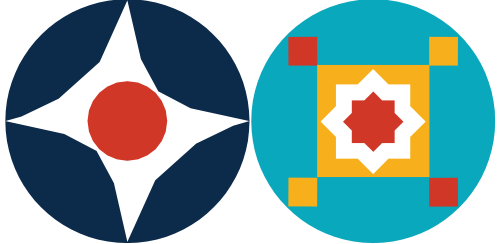




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<p><b>Exchange &amp; Internship:</b> The tuition fee is waived for the 1st semester, but student must pay the tuition fee for the 2nd semester as stated above.</p>	
<p><b>Facilities &amp; services Available</b></p>	
Facilities Available	<ul style="list-style-type: none"> <li>- Libraries</li> <li>- Sport Facilities</li> <li>- Cafeterias</li> <li>- Bike Rental (Deposit is required: IDR 500.000)</li> <li>- Banks</li> <li>- Post Office</li> <li>- Medical Center</li> </ul>
Services	<ul style="list-style-type: none"> <li>- Arrival Pick-up Service</li> <li>- Orientation</li> <li>- Assistance on Securing On-Campus Accommodation</li> <li>- Student Visa Application</li> <li>- Assistance on Course Registration</li> <li>- Buddy</li> </ul>
<p><b>Arrival &amp; Orientation Program</b></p>	
Suggested Date of Arrival	A week before the study period start
Monitoring System	<p>Every exchange student will assist by the Liaison Officer for internationalization in each department related to the courses and academic matter.</p> <p>A buddy will be appointed to assist an exchange student with campus life and life in Indonesia.</p>
<p><b>Administration and Immigration Fee (paid to ITS after arrival)</b></p>	
New Student	\$ 170
Temporary Stay Permit (ITAS)	IDR 1.000.000 (Valid for 6 Months)
Multi Re-Entry Permit (MERP)	IDR 600.000 (Validity Period Max. 6 months)
<p><b>Approximate Living Expenses</b></p>	
Food/Meals	IDR 30.000 - IDR 90.000 / day
Mobile Phone	IDR 50.000 - IDR 200.000 / month
Local Transportation	<p>Online Transportation (Gojek or Grab):</p> <p><b>Motorbike</b> IDR 5.000 - IDR 75.000/one way (approximately)</p> <p><b>Car</b> IDR 15.000 - IDR 150.000/one way (approximately)</p> <p><b>Taxi</b> IDR 100.000 - IDR 250.000/one way (approximately)</p> <p><b>Public Transportation Bus</b> IDR 5.000 - IDR 45.000/one way (approximately)</p>



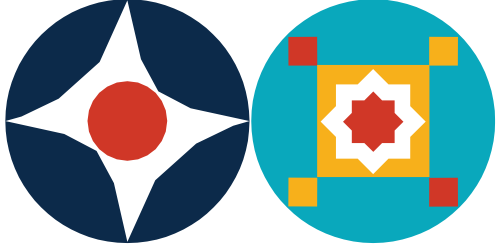


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Emergency Matter (Hospitalization)	Minimum IDR 1.500.000
Personal Expenses	IDR 800.000 - IDR 3.000.000
<b>Accommodation</b>	
On-Campus	<p><b>International Student Dormitory</b> IDR 850.000* - 1.700.000 / month / person (*Capacity: 1 room for 2 person)</p> <p><b>Guest House</b> IDR 275.000 - 700.000 / day / room</p>
Off-Campus Apartment	<p>Exchange student may opt to rent private apartments off-campus; located within 1 to 5 km radius from ITS, as follow, Educity Apartment, Puncak Kertajaya Apartment, and Cosmopolis Apartment. Fee: 4.500.000 - 9.000.000 / month / room</p>
<b>Visa &amp; Insurance</b>	
Visa	<p>All International students who wish to study for 2 - 6 months and more at ITS must apply for a Student Visa (VITAS C316)</p> <p>Visa application in Indonesia Embassy is required Visa Authorization Letter from Indonesia Ministry, the letter must be applied three (3) months prior the arrival. ITS International Office will help students to apply for the Visa Authorization Letter after we received transferred Administration and Immigration Fee. Any information will be updated by email.</p>
Visa extension and conversion fee in Indonesia	<p><b>VITAS 316</b> IDR 1.600.000 for 6 months IDR 2.500.000 for 1 year IDR 3.750.000 for 2 years</p>
Insurance	<p>The student is <b>COMPULSORY</b> to purchase health insurance which covers personal accident, inpatient treatment, repatriation, death and any other additional terms which necessarily while in Indonesia.</p>
Dependents	<p>All incoming students under ITS Inbound Mobility Program are not allowed to bring in your dependent to Indonesia. ITS will only process visa application for student who registered in ITS and not the dependents.</p>
<p><b>Students from Calling Visa country (Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan)</b></p>	
Application Deadline	-
Administration and Immigration Fee	Plus \$15 for all Administration and Immigration Fee



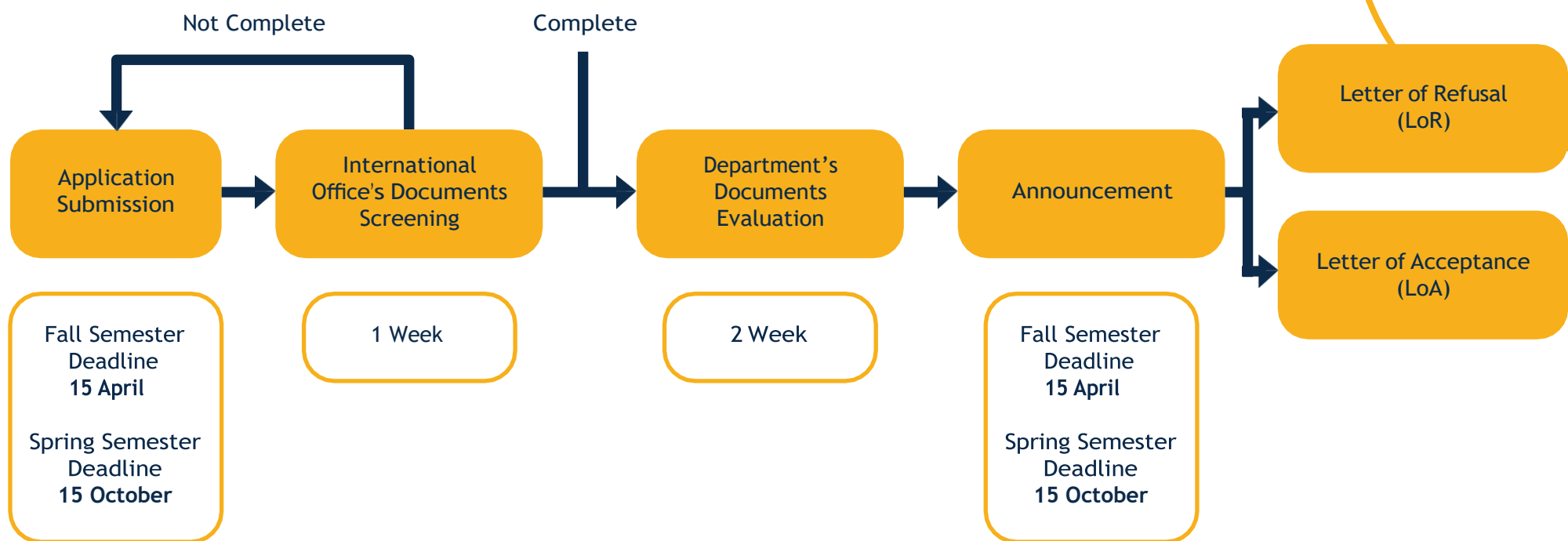




# Application Submission

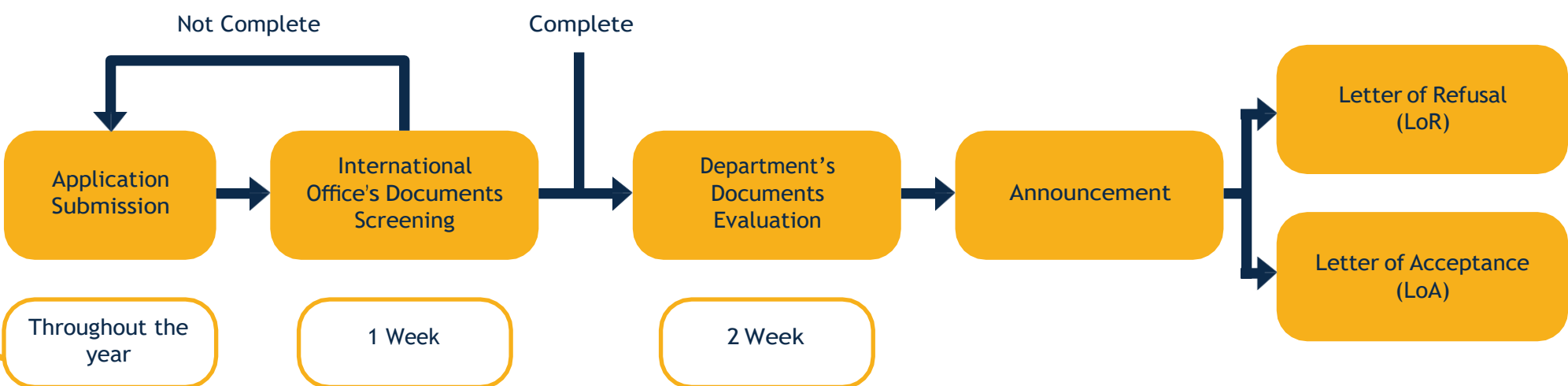
## Exchange and Full Degree Program

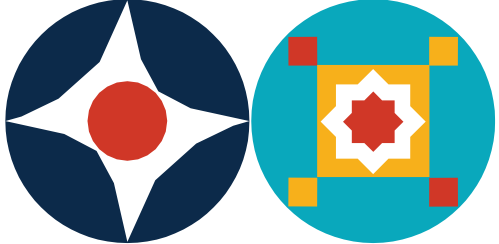
### Flow of Application



## Internship Program

### Flow of Application





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## Documents Application

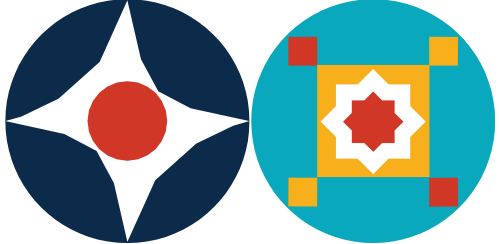
### Full Degree

Requirement	Bachelor (S1)	Master (S2)	Doctor (S3)
Official Certificate/Diplomas	High School	Bachelor	Master
Official Academic Transcript	High School	Bachelor	Master
English/Bahasa Indonesia Proficiency Certificate	✓	✓	✓
Medical Statement	✓	✓	✓
Curriculum Vitae	✓	✓	✓
Motivation Letter	✓	✓	✓
Cover and Biodata Page of Valid Passport	✓	✓	✓
Formal Photo	✓	✓	✓
Latter of Funding Sponsorship	✓	✓	✓
Study Plan	✓	✓	✓
Recommendation Letter (minimum 2)	✓	✓	✓
Filled ITS Health Information Form*	✓	✓	✓
Filled Statement Letter (Behavior and Funding Commitment Form) *	✓	✓	✓
PhD ITS Supervisor Acceptance	—	—	✓
<b>Only for Applicant from Calling Visa country Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan</b>			
Recommendation letter form the Embassy in Indonesia/Ministry of Education or Ministry of Defense from the Applicant's country	✓	✓	✓

\*the form could be downloaded on website





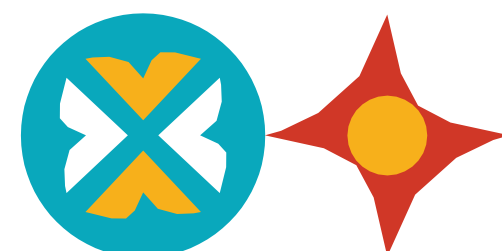


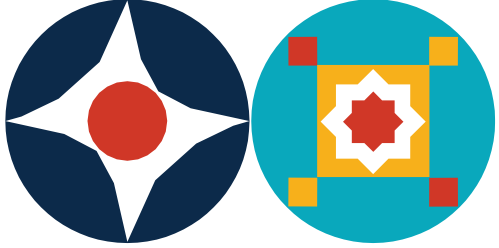
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## Non-Degree (Student Exchange & Internship)

Requirement	Student Exchange	Internship
University Full Academic Transcript	✓	✓
English/Bahasa Indonesia Proficiency Certificate	✓	✓
Medical Statement	✓	✓
Curriculum Vitae	✓	✓
Study Plan	✓	—
Internship Plan	—	✓
Motivation Letter	✓	✓
Cover and Biodata Page of Valid Passport	✓	✓
Formal Photo	✓	✓
Recommendation letter (minimum 2)	✓	✓
Filled ITS Health Information Form*	✓	✓
Filled Statement Letter (Behavior and Funding Commitment Form)*	✓	✓
Filled Student Exchange Course Form*	✓	✓
<b>Only for Applicant from Calling Visa country Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan</b>		
Recommendation Letter from the Embassy in Indonesia/ Ministry of Education or Ministry of Defense from the Applicant's country	✓	✓

\*the form could be downloaded on website





## Documents Requirement Explanation

### 1. Photo

#### Correct:



- a. Clear Background
- b. Formal Clothes
- c. Face & Body are Facing Forward
- d. No Hat & Glasses

#### Incorrect:



Non-formal Clothes  
Head Cropped  
Using Hat



Non-formal Clothes  
Head Cropped  
Face isn't facing forward

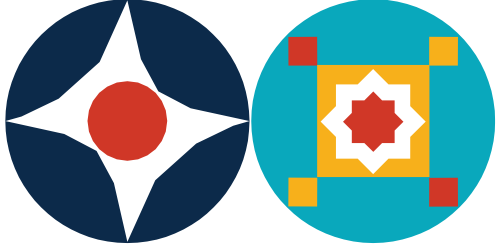


Using Glasses  
White Background



White Background  
Face & body aren't facing forward  
Using Glasses





## 2. Passport

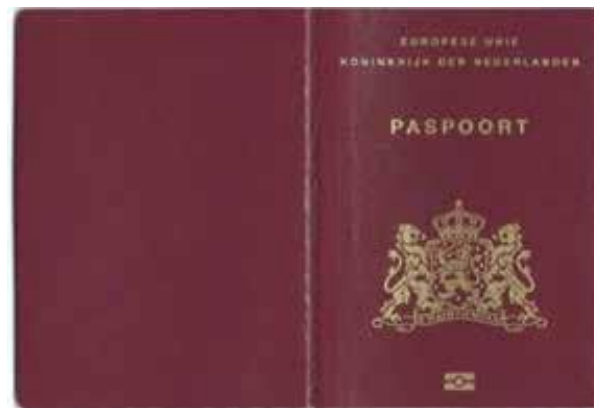
Must be scanned (not camera photo) properly in colored version. Passport expiry date must be more than 22 months (VITAS 316) and 12 months (VKSB 211A) after you apply the program. Less than those requirements, visa could be issued by the Embassy.

### Correct

#### Scan of Biodata Page



#### Scan of Cover Page



### Incorrect:



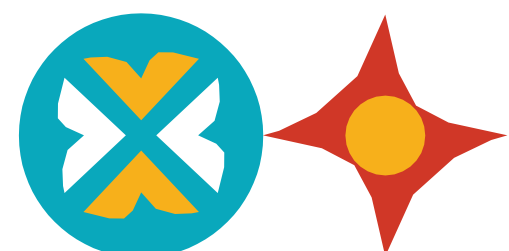
### Explanation:

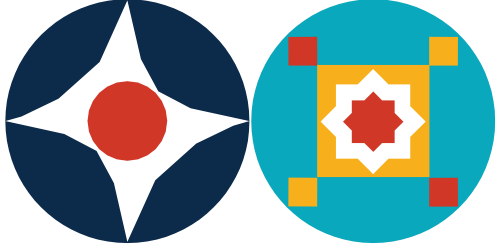
- a. Not a camera photo
- b. Asymmetric
- c. Cropped
- d. Censorship
- e. In frame hand

## 3. ITS Health Information Form

### Notes:

- a. Fill every document completely
- b. Don't forget to sign
- c. You need to re-fill it again if we found any incomplete data





#### 4. Medical Statement

Requirement:

- a. Stating that you are health enough to study overseas.
- b. There is legal stamp from Hospital/Clinic
- c. Name of the doctor is clear
- d. Contain of your basic health status such as respiratory organs, digestion, blood pressure, and other status (i.e.: cholesterol, blood sugar, vaccine)
- e. Highly recommend to use ITS Health Information Form
- f. Issuing date is clear and maximum 1 months before the application
- g. Highly recommend to make English version of the Medical Statement, but we will relief if it is very hard to get one

**OUH  
Odense  
Universitetshospital**

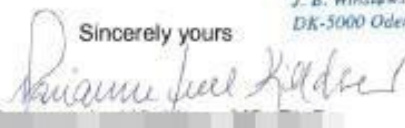
To whom it may concern

Sdr. Boulevard 29  
5000 Odense C  
Denmark  
Phone +45  
Fax +45  
Mail:  
2018.06.19

Concerning: [redacted], born [redacted] of August 1994.

This is to verify that [redacted] is healthy and able to stay in Indonesia in connection with a 6 month study.

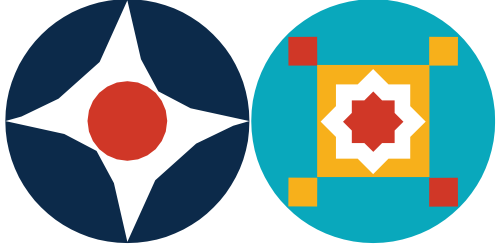
He has no medical history of any illness.

Sincerely yours  
  
[redacted]  
Odense University Hospital  
5000 Odense C  
Denmark

Odense Universitetshospital/Svendborg Sygehus  
J. B. Winsløws Vej 4, Indgang 17 stuen  
DK-5000 Odense C







### Example 2 (using ITS Health Information Form):

1. Fill the doctor's data completely
2. Stamp of Hospital/Clinic
3. Doctor need to fill any health status of the applicants that needed on the form (page 1 & Page 2)
4. Signature
5. Fill the date of issuing

KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI  
**INSTITUT TEKNOLOGI SEPULUH NOPEMBER**  
 INTERNATIONAL OFFICE  
 Rectorate Building 1<sup>st</sup> Floor  
 Kampus ITS – Sukolilo, Surabaya 60111  
 Telp. +62 31 5923411, +62 31 5994251-54 Ex. 1224 Fax. +62 31 5923411  
 http://www.its.ac.id

## Health Information Form

Thank you for your interest to have an academic experience at ITS. It is important that we be aware of any past or current medical issues, including mental health conditions, which might affect your study. This information will be kept confidential to protect student privacy. Disclosure of such information may be made to appropriate individuals (including program staff and resident directors) and to provide you with assistance should the need arise during your study. Health tests, certifications, or other actions may also be required prior to departure in certain circumstances.

ITS International Office is committed to enabling participation in its programs for all qualified individuals. If you have questions, need assistance, or wish to discuss accommodations for health problems, please contact your buddy and/or the office. Accommodations may require extensive planning and communications with foreign contacts, so adequate lead time is critical. Contact should accordingly be initiated as soon as possible.

**PART A: GENERAL INSTRUCTIONS:**

Completing and having this is a condition of study in ITS programs  
 Please complete this form in English either by typing or by hand, using black ink and in capital letters.

- You must notify ITS IO of any relevant changes to the information that may occur prior to the program.
- The information in this form is confidential.
- Please take the signed original of this form plus any supporting documents.

**PART B: HEALTH HISTORY**  
 In case of hospitalization by ITS, student's medical records are available from:

Physician: Dr. SAM SAMANARY PHUOM PENH MUNICIPAL REFERRAL HOSPITAL  
 Telephone Number: (855) 12 844015  
 Address: # 137 ST 103 RUMAH SAKIT VONG KHAN 7 MAKARA PHNOM PENH

Has the student ever had any infectious diseases?  No  Yes. If yes, please tick  any that apply:

<input type="checkbox"/> Measles (Rubeola)	<input type="checkbox"/> Encephalitis	<input type="checkbox"/> Hepatitis (specify)	<input type="checkbox"/> Frequent tonsillitis
<input type="checkbox"/> Rubella (German measles)	<input type="checkbox"/> Pneumococcal infection	<input type="checkbox"/> Yellow fever	<input type="checkbox"/> Bronchitis
<input type="checkbox"/> Staphylococcal infection	<input type="checkbox"/> Streptococcal infection	<input type="checkbox"/> Other, please specify:	

Please provide a brief history/explanation regarding above and whether they have left any lasting complications:

Does the student have any serious medical problems or chronic conditions?  No  Yes. If yes, please tick  any that apply:

**PART E: CERTIFICATION**

I certify that all responses made on this form are true, accurate and complete, and I will notify ITS IO of any relevant changes that may occur prior to or during my study program. I have included in this form, advised the ITS IO Staff of any special needs or assistance that the student may have relating to my/the student's physical and mental health. I am aware that if I do not provide complete information, this may cause hardship and concern to others and may affect my/the student's own welfare. I understand that if I do not provide complete information, ITS IO may decide to send me/the student home from the study program at my/the student's own expense.

I consent to the release of medical information to ITS IO or its agents so that they may provide me with needed assistance. I further agree that ITS IO or its agents may release information to other persons who may need this information to assist me/the student or to assist others in my study. I understand and agree that this form may be released to the ITS IO staffs for such purposes.

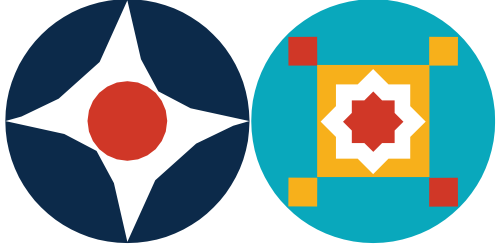
I am aware that I am responsible for my/the student's physical and mental health and will cover any medical expenses that may occur during my/the student's study at ITS.

If my parents or guardians have not signed this form, I represent and certify that I am not a minor according to the laws of my country.  
 Tick if this is the case

Signature of Student: [Signature]  
 Date: 11-July-2018

Signature of Parent/Guardian of student: [Signature]  
 Date: 11-July-2018

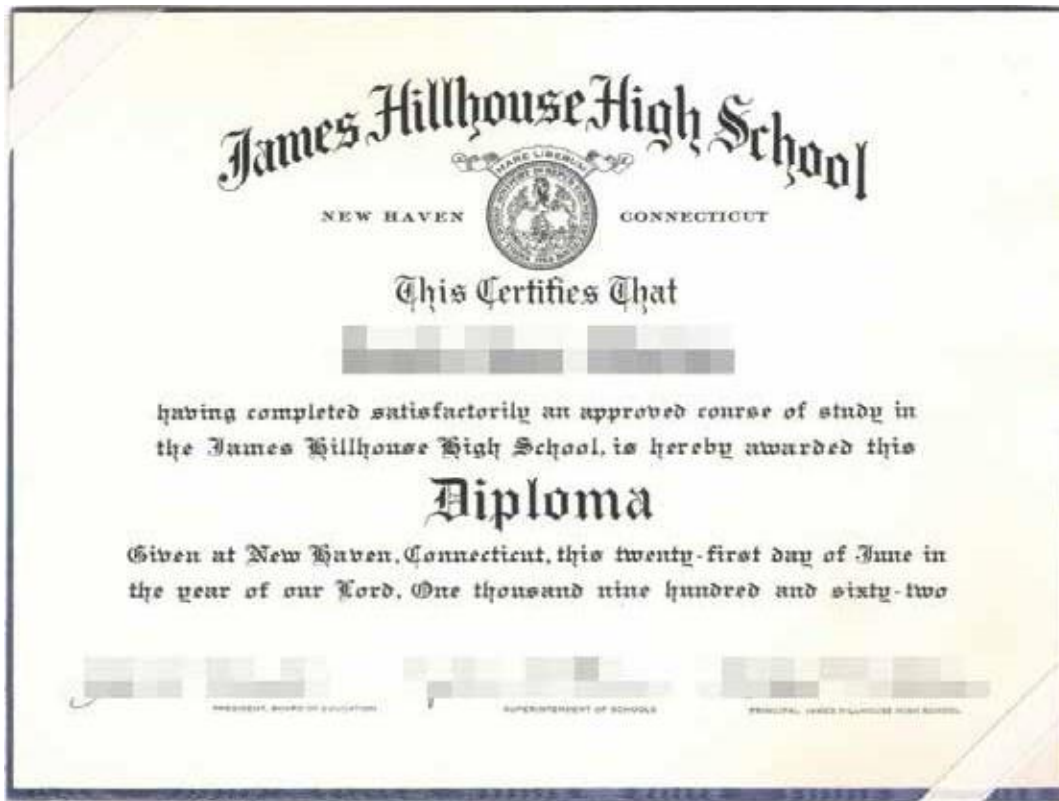




### 5. Certificate and Transcript of Latest Education

Transcript and certificate of Senior High School / Diploma (for Bachelor applicant) or Bachelor (for Master applicant) or Master (for Doctoral applicant) where the applicant has taken previous courses, which certified by the government official from the applicant’s country of origin.

#### Certificate/Diplomas:



#### Transcript:

Ontario Ministry of Education		ONTARIO STUDENT TRANSCRIPT		Date of Issue / Date de délivrance	Page
Ministère de l'Éducation		RELEVÉ DE NOTES DE L'ONTARIO		2005/07/14	1 of 2
Student / Étudiant	Given Names / Prénoms	MINI/CEB/ISSM/MSO	Student Number / Numéro matricule	Gender / Sexe	Date of Birth / Date de naissance
Henry, Daniel		040384267/882555468	3590-031	M	1987-06-13
Name of District School Board / School Authority	Number / Numéro	Name of School / Nom de l'école	Number / Numéro	Date of Entry / Date de l'admission	Year / Année
Private	41777	Heranthe Christian Academy	883590	2003	09
Date / Date	Course / Matière	Course Code / Code de cours	Credits / Crédits	Grade / Niveau	Completion / Réussite
02/06	Instrumental Music - Band	AM110	91	1.00	X
02/06	Introduction To Business	BB110	77	1.00	X
02/06	Geography	CG110	82	1.00	X
02/06	English	EG110	75	1.00	X
02/06	Core French	FF110	74	1.00	X
02/06	Bible - New Testament Part I	NR213	81	0.50	X
02/06	Mathematics	MR110	74	1.00	X
02/06	Healthy Active Living Education	PPL10	93	1.00	X
02/06	Science	SC110	84	1.00	X
02/06	Instrumental Music - Band	AM120	94	1.00	X
02/06	Canadian History	CH120	85	1.00	X
02/06	Civics	CV120	92	0.50	X
02/06	English	EG220	86	1.00	X
02/06	Career Studies	GLC20	87	0.50	X
02/06	Mathematics	MR210	89	1.00	X
02/06	Healthy Active Living Education	PPL20	89	1.00	X
02/06	Computer and Information Science	TI120	93	1.00	X
04/06	World History to the 18th Century	CH181	92	1.00	X
04/06	English	EG310	88	1.00	X
04/06	World Religions: Beliefs and Belly	WR150	86	1.00	X
04/06	Computer and Information Science	ICS11	91	1.00	X
04/06	Functions and Relations	MCR11	91	1.00	X
04/06	Healthy Active Living Education	PPL30	92	1.00	X
04/06	Chemistry	SC130	85	1.00	X
04/06	Physics	PH130	85	1.00	X
04/06	English	EG310	88	1.00	X
05/05	Challenge and Change in Society	SS141	94	1.00	X
05/05	Advanced Functions and Calculus	MCR41	91	1.00	X
05/05	Geometry and Discrete Mathematics	MR41	89	1.00	X
05/05	Healthy Active Living Education	PPL40	93	1.00	X
05/05	Biology	BI140	88	1.00	X
05/05	Chemistry	CH140	80	1.00	X
05/05	Physics	PH140	89	1.00	X
06/05	Bible - Old Testament Part I	NR213	94	0.50	X

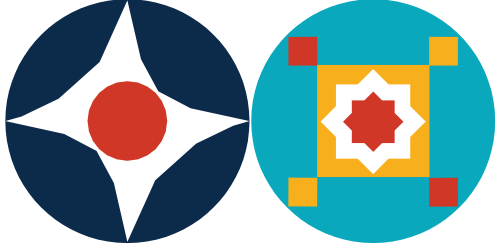
### 6. University Full Academic Transcript

#### Notes:

- Official from the home University
- Full transcript contains every courses which have taken before







## 7. Statement Letter of Behavior

**SURAT PERNYATAAN  
STATEMENT LETTER**

Saya yang bertandatangan di bawah ini:  
*I, the undersigned,*

Nama : Rayf Kumar Dash.....  
*Name*  
Tempat/Tgl. Lahir : Paris / 15 October 1995.....  
*Place & Date of Birth*  
No. Paspor : NFJ78901..... berlaku s.d 27 - 07 - 2026  
*Passport number* *Expiration Date*  
Fakultas/Jurusan : Faculty of Industrial Engineering / Mechanical Engineering .....  
*Faculty/Department*  
Kewarganeraan : France .....  
*Nationality*  
Alamat Email : ray1995@gmail.com .....  
*Email Address*  
Alamat di Indonesia : Jl.Asrama Mahasiswa ITS, Surabaya  
*Residence Address in Indonesia*

Menyatakan bahwa selama saya studi program (Student Exchange) di Indonesia, saya:  
*Hereby agree on below regulations during my (Student Exchange) program in Indonesia:*

- Akan mengikuti semua peraturan pemerintah Indonesia  
*Will comply with all regulations applied by Indonesian Government*
- Tidak akan mengikuti pergerakan politik selama belajar di Indonesia  
*Will not involve in politics during my study in Indonesia*
- Tidak akan bekerja selama belajar di Indonesia.  
*Will not be employed during my study in Indonesia*

Apabila saya melanggar hal – hal tersebut diatas, saya bersedia menerima sanksi yang sesuai dengan peraturan perundang – undangan yang berlaku di Indonesia.  
*I would take any consequences in accordance to the rules of Indonesian Government if I happen to violate the above regulations.*

Demikian surat pernyataan ini saya buat dengan sebenar benarnya dan tanpa paksaan dari pihak manapun.  
*This letter is made without any constraint.*

Hormat Saya, (DD-MMM-YYYY)  
Sincerely yours, (07 - 07 - 2018)

( Rayf Kumar Dash )

### 6. University Full Academic Transcript

Notes:

- Official from the home University
- Full transcript contains every courses which have taken before

12

Notes:

- Fill the blank section correctly
- Name is similar with full name in passport
- Do not change “Alamat di Indonesia”
- Insert the date
- Sign
- Fill the full name

**Why this form state that I am Student Exchange Program?**

This is the regulation of our institution.

## 8. Statement Letter of Funding

**SURAT PERNYATAAN  
STATEMENT LETTER**

Saya yang bertanda tangan di bawah ini:  
*I, the undersigned,*

Nama : Rayf Kumar Dash.....  
*Name*  
Tempat/Tgl. Lahir : Paris / 15 October 1995.....  
*Place & Date of Birth*  
No. Paspor : NFJ78901..... berlaku s.d 27 - 07 - 2026  
*Passport number* *Expiration Date*  
Fakultas/Jurusan : Faculty of Industrial Engineering / Mechanical Engineering .....  
*Faculty/Department*  
Kewarganeraan : France .....  
*Nationality*  
Alamat Email : ray1995@gmail.com .....  
*Email Address*  
Alamat di Indonesia : Jl.Asrama Mahasiswa ITS, Surabaya  
*Residence Address in Indonesia*

Menyatakan bahwa, selama menempuh pendidikan di Indonesia, seluruh biaya pendidikan dan biaya hidup saya adalah tanggungan saya pribadi/keluarga. Saya bukan penerima beasiswa dari pemerintah atau donor lain.  
*Hereby declare that, during my study in Indonesia, I will cover the tuition fee and living costs with own finance. I am not a scholarship holder from any scholarship providers.*

Demikian surat pernyataan ini saya buat dengan sebenar – benarnya dan tanpa paksaan dari pihak manapun.  
*This letter is made without any constraint.*

Hormat Saya, (DD-MMM-YYYY)  
Sincerely yours, (07 - 07 - 2018)

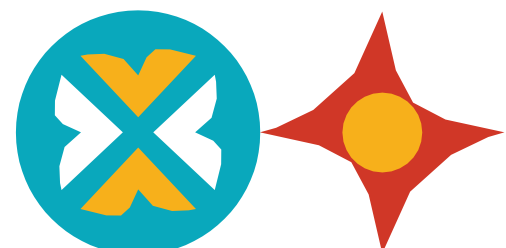
( Rayf Kumar Dash )

Notes:

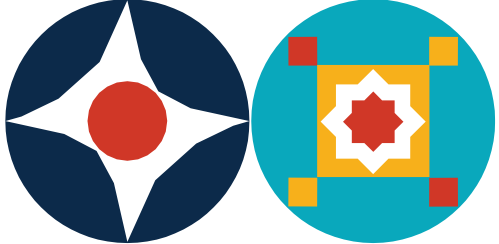
- Fill the blank section correctly
  - Name is similar with full name in passport
  - Do not change “Alamat di Indonesia”
- Insert the date
- Sign
- Fill the full name

**How if I get scholarship from Mevlana/Erasmus+/other? Do I need to fill this form as well?**

Yes, you do! Because Mevlana/Erasmus+ not Indonesia Government Scholarship







## 10. Study Plan / Internship Plan

Must contain:

- Minimum 300 words
- Educational background and interest
- Elaborate your educational/research plan during the program

## 11. Motivation Letter

Must contain:

- Minimum 300 words
- Detailing the applicant's interest to have the program at ITS

## 12. English Proficiency Certificate

### For Bahasa Indonesia Program

The applicant has to pass an internal Indonesian language tests (written and oral) organized by ITS's Center for Language and Culture

### For English Program

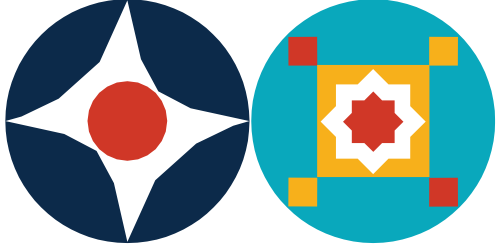
Minimum score:

- TOEFL IBT 64; IELTS 5.5; TOEFL ITP 500; TOEIC: 700

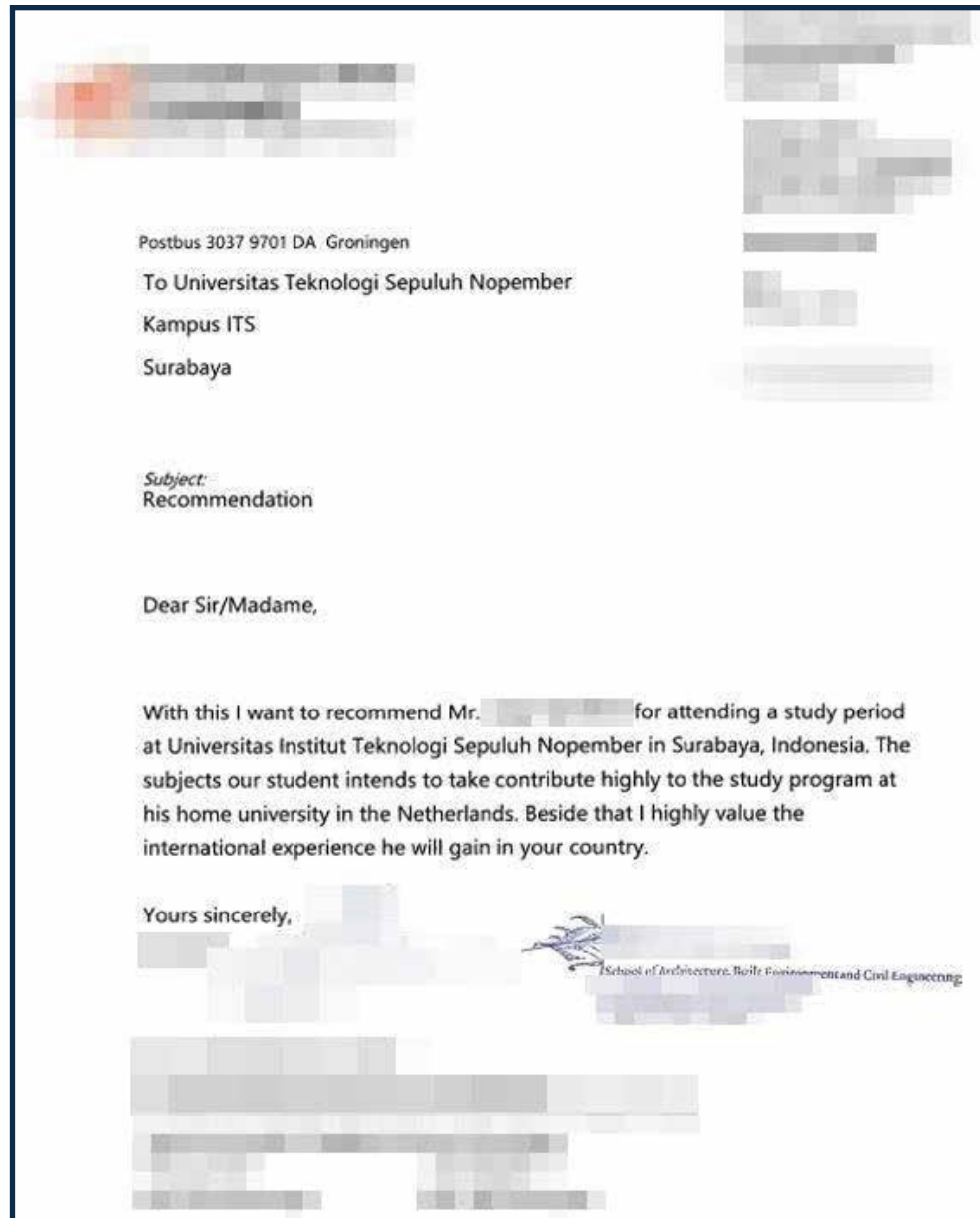
It could be replaced by statement letter by University/School principle which stating that English is used as the medium of instruction.

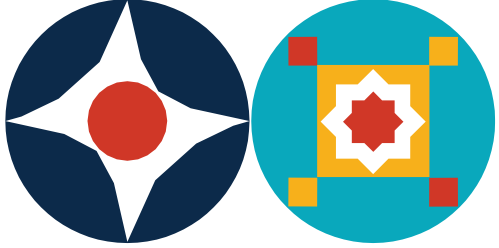






### 13. Recommendation Letter from Home University/High School





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## 14. Student Exchange Courses Form

Please fill “Name”, “Department”, choose “Program” and “Exchange Period”, Fill the “Mandatory Credits from Home University” and choose the unit either ECTS/SKS.

English courses list could be accessed on <https://www.its.ac.id/international/experiencing-its/prospective-student/academic/courses-in-english/> and Syllabus could be accessed on <https://www.its.ac.id/international/experiencing-its/prospective-student/academic/study-programs/>

STUDENT EXCHANGE PROGRAM INSTITUT TEKNOLOGI SEPULUH NOPEMBER (ITS) SURABAYA, INDONESIA			
Name	:		
Department	:		
Program	:	Diploma/Undergraduate/Master/Doctoral (choose one)	
Exchange Period	:	February - June/September - January (choose one)	Mandatory Credits from Home University : <input type="text"/> ECTS / SKS
List of course selection:			
No	Course	Department at ITS that offers the course	Credit
[E.g.]	[Engineering Economics]	[Industrial Engineering]	[3]
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total Credit			
Date:			
Approval of the Host Institution:			
Academic Advisor	Head of Department	International Office	

Maximum SKS for Bachelor program is 21 SKS

Maximum SKS for Master program is 15 SKS

The credit equivalence between SKS (Indonesian credits system) and ECTS (European Credits Transfer System), may refer to the following calculation formulation:

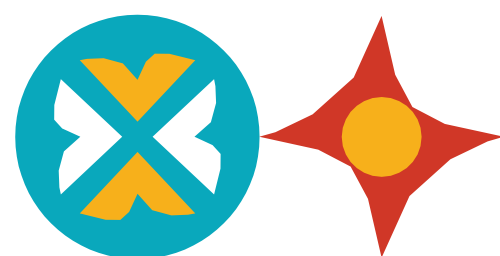
$$1 \text{ SKS} = 1.7 \text{ ECTS}$$

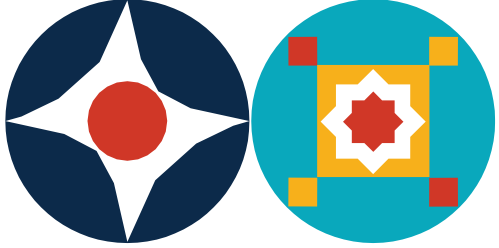
i.e., to calculate 3 SKS (common SKS quantity per courses)

$$\begin{aligned} \text{ECTS} &= 3 \text{ SKS} \times 1.7 \\ \text{ECTS} &= 5,1 \end{aligned}$$

i.e., to calculate 30 ECTS

$$\begin{aligned} \text{SKS} &= 30 \text{ ECTS} / 1.7 \\ \text{SKS} &= 18 \end{aligned}$$



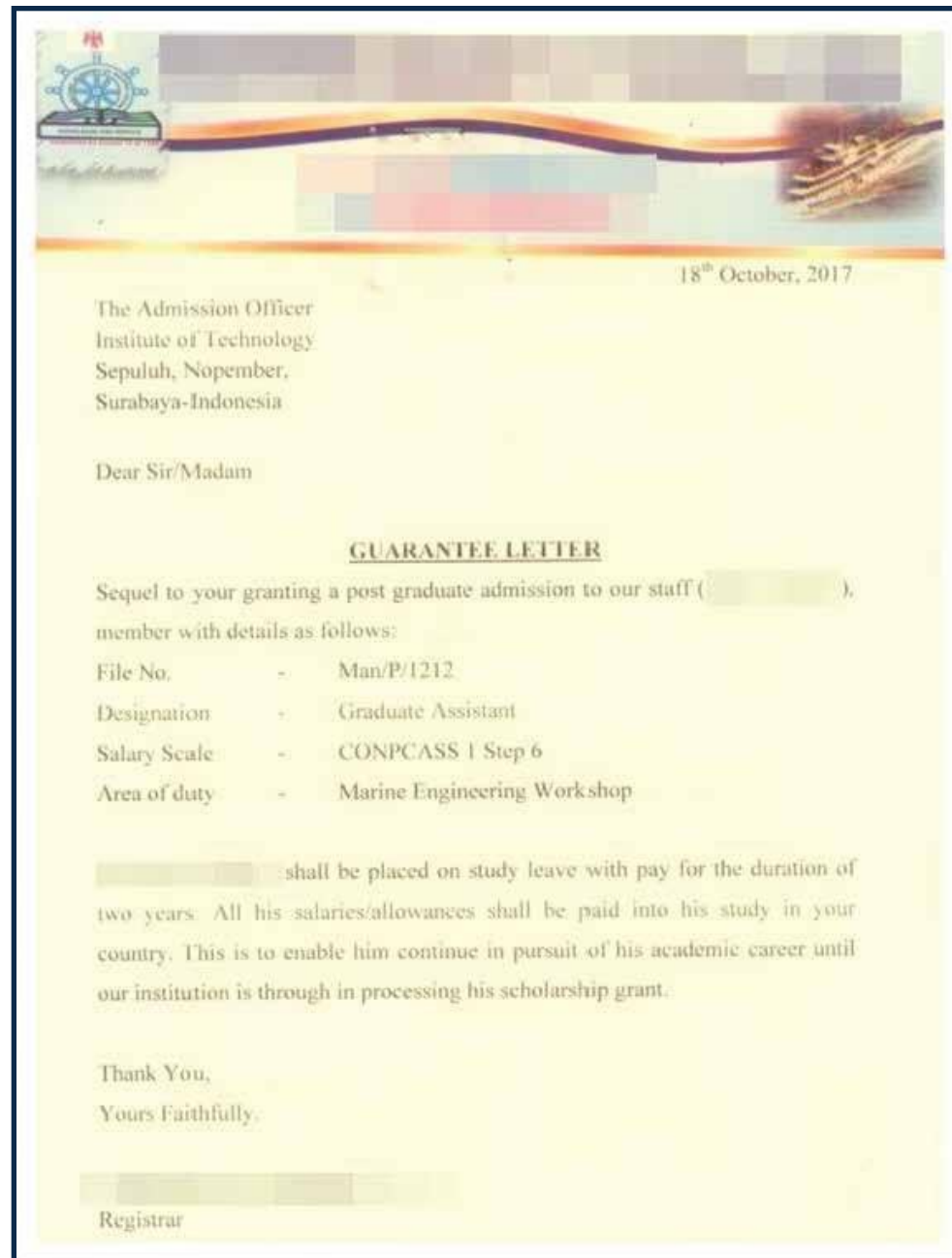


## 15. Letter of Funding Sponsorship

Must Contain:

- Made by guarantor (parent/corporation/institution/scholarship)
- Stating about duration of sponsorship and amount of guarantee
- Enclosed with official salary slip

Example:

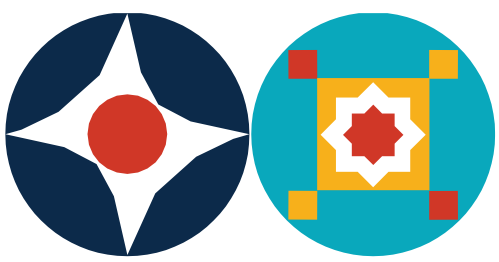


## 16. PhD's research proposal & PhD's supervisor acceptance

Before the admission process, you must contact the Professor from respected department at ITS to get the sponsorship of your admission. You can check contact of the Professor on <https://www.its.ac.id>.







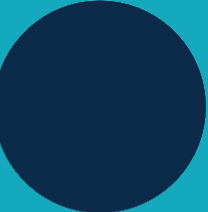
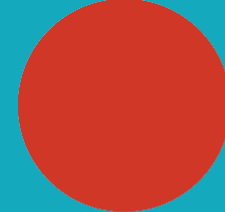
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**Information about:  
Visa, Stay Limited Permit and ITS Administration Fee**

**Please kindly refer to the:  
Guidebook of Immigration & City Government Rules Guidebook  
For International Students**

**<https://www.its.ac.id/international/wp-content/uploads/sites/66/2022/05/Immigration-Guidebook-Updated-May-2022.pdf>**





# THANK YOU

Should you still have any query, please do not hesitate to let ITS GE know!

[intladmission@its.ac.id](mailto:intladmission@its.ac.id)

